

Physician Related Services

Provided by:

Physicians, Mid-Level Practitioners, Podiatrists, Laboratories, Imaging Facilities, Independent Diagnostic Testing Facilities, and Public Health Clinics

Medicaid and Other Medical Assistance Programs



This publication supersedes all previous Physician, Mid-Level Practitioner, Podiatrist, Laboratory, Imaging Facility, Independent Diagnostic Testing Facility, and Public Health Clinic provider handbooks. Published by the Montana Department of Public Health & Human Services, July 2002.

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My Medicaid Provider ID Number:



Table of Contents

Table of Contents	i.1
Key Contacts	ii.1
Introduction	1.1
Manual Organization	1.1
Manual Maintenance	
Getting Questions Answered	1.1
Covered Services	2.1
General Coverage Principles	2.1
Services within scope of practice (ARM 37.85.401)	2.1
Services provided by physicians (ARM 37.86.101 – 105)	
Services provided by mid-level practitioners (ARM 37.86.201 – 205)	2.1
Services provided by podiatrists (ARM 37.86.501 – 506)	
Services provided by independent laboratories (ARM 37.86.3201 - 3205)	2.2
Services provided by independent imaging facilities (ARM 37.86.3201 - 3205)	2.2
Services provided by independent diagnostic testing facilities (ARM 37.85.220)	
Services provided by public health clinics (ARM 37.86.1401 – 1406)	
Non-covered services (ARM 37.85.207 and 37.86.205)	2.3
Importance of fee schedules	2.4
Coverage of Specific Services	
Abortions (ARM 37.86.104)	
Cosmetic services (ARM 37.86.104)	
Early and Periodic Screening, Diagnostic and Treatment (EPSDT)	
Family planning services (ARM 37.86.1701)	
Home obstetrics (ARM 37.85.207)	
Immunizations	
Infertility (ARM 37.85.207)	
Routine podiatric care	
Sterilization (ARM 37.86.104)	
Surgical services	
Telemedicine services	
Transplants	
Weight reduction	
Emergency department visits	
Other Programs	
Mental Health Services Plan (MHSP)	
Children's Health Insurance Plan (CHIP)	2.1
EPSDT	3.1
The EPSDT Program Goal	

	The Well Child Screen	3.1	1
	A. Initial/interval history	3.2	2
	B. Assessments	3.2	2
	C. Unclothed physical inspection	3.2	2
	D. Vision screen	3.2	2
	E. Hearing screens	3.	3
	F. Laboratory tests		
	G. Immunizations.	3.4	4
	H. Dental screen.	3.4	4
	I. Speech and language screen	3.:	5
	J. Discussion and counseling		
	Completing an EPSDT Card	3.6	6
PA	ASSPORT and Prior Authorization	4. 1	1
	What Is PASSPORT, Prior Authorization and a Restricted Card?		
	PASSPORT Information For All Providers.		
	PASSPORT referral and approval		
	PASSPORT and emergency services		
	Complaints and grievances		
	PASSPORT and Indian Health Services		
	Getting questions answered		
	When Your Client Is Enrolled in PASSPORT (And You Are Not the PASSPORT Provider)		
	Role of the PASSPORT Provider		
	Providing PASSPORT referral and authorization		
	Client disenrollment	4.:	5
	Termination of PASSPORT agreement		
	Utilization review		
	Caseload limits		
	How to Become a PASSPORT Provider		
	PASSPORT Tips		
	Prior Authorization		
	Other Programs		
Co	ordination of Benefits	5.1	1
	When Clients Have Other Coverage		
	Identifying Other Sources of Coverage		
	When a Client Has Medicare	5.	1
	Medicare Part A claims.		
	Medicare Part B crossover claims		
	When Medicare pays or denies a service		
	When Medicaid does not respond to crossover claims		
	Submitting Medicare claims to Medicaid		
	When a Client Has TPL (ARM 37.85.407)		
	Exceptions to billing third party first		
	Requesting an exemption		
	When the third party pays or denies a service		
	1 " 1 "		

When the third party does not respond	
Other Programs	3.0
ing Procedures	6.1
Claim Forms	
Timely Filing Limits (ARM 37.85.406)	6.1
Tips to avoid timely filing denials	
When To Bill Medicaid Clients (ARM 37.85.406)	
Client Cost Sharing (ARM 37.85.204 and 37.85.402)	6.3
When Clients Have Other Insurance	6.4
PASSPORT Billing Tips	
Billing for Retroactively Eligible Clients	
Place of Service	
Multiple Visits (E&M Codes) on Same Date	6.5
Coding	
Using the Medicaid Fee Schedule	6.6
Using Modifiers	6.7
Billing Tips for Specific Provider Types	
Mid-level practitioner billing	
Physician billing	6.7
Podiatrist billing	6.7
Independent diagnostic testing facilities	6.8
Independent labs	6.8
Imaging	
Billing Tips for Specific Services	6.8
Abortions	6.8
Anesthesia	6.8
Bundled services	6.9
Cosmetic services	6.9
EPSDT Well Child Screens	6.9
Family planning services	6.9
Immunizations	6.10
Obstetrical services	6.10
Reference lab billing	6.10
Sterilization	6.10
Surgical services	6.11
Telemedicine services	6.12
Transplants	6.13
Weight reduction	6.13
Submitting a Claim	6.13
Paper claims	6.13
Electronic claims.	6.13
Claim Inquiries	6.13
The Most Common Billing Errors and How to Avoid Them	6.14
Other Programs	6.15

Completing a Claim Form	7.1
CMS-1500 Agreement	
Avoiding Claim Errors	7.13
Other Programs	7.13
Remittance Advices and Adjustments	8.1
Remittance Advice Description	8.1
RA notice	
Paid claims	
Denied claims	8.1
Pending claims	
Credit balances	
Rebilling and Adjustments	8.4
How long do I have to rebill or adjust a claim?	
Rebilling Medicaid	8.5
Adjustments	
Mass adjustments	8.8
Payment and The RA	
Electronic Funds Transfer	8.9
Electronic Remittance Advice	
Other Programs	8.10
How Payment Is Calculated	
Overview	
The RBRVS Fee Schedule	
Fee calculation	
Basis of relative values	
Composition of relative values	
Site of service differential	
Conversion factor	
Transition adjustor	
Policy adjuster	
Global periods	
Professional and technical components	
Other modifiers	
Professional differentials	
Charge cap	
Payment by report	
Bundled codes	
Status codes	
Anesthesia Services	
Time units	
Base units	
Fee calculation	
Transitional conversion factor	
roncy adjustoj	9 /

Modifiers	9.7
Professional differentials	9.8
Charge cap	9.8
Payment by report	
Clinical Lab Services (ARM 37.85.212)	
Vaccines and Drugs Provided Within the Office	9.8
How Cost Sharing is Calculated on Medicaid Claims	9.8
How Payment is Calculated on TPL Claims	9.9
How Payment is Calculated on Medicare Crossover Claims	9.9
Other Department Programs	9.13
Appendix A: Forms	A.1
Individual Adjustment Request	
Medicaid Recipient/Physician Abortion Certification	A.3
Informed Consent to Sterilization	
Medicaid Hysterectomy Acknowledgment	A.6
Request for Drug Prior Authorization	A.8
Montana Medicaid Claim Inquiry Form	A.9
Appendix B: Well Child Screen Chart	B.1
Appendix C: Place of Service Codes	
Definitions and Acronyms	D.1
Index	F 1



Key Contacts

Hours for Key Contacts are 8:00 a.m. to 5:00 p.m. Monday through Friday (Mountain Time), unless otherwise stated. The phone numbers designated "In state" will not work outside Montana.

Provider Enrollment

For enrollment changes or questions:

(800) 624-3958 In state

(406) 442-1837 Out of state and Helena

Send written inquiries to:

Provider Enrollment Unit P.O. Box 4936 Helena, MT 59604

Provider Relations

For questions about eligibility, payments, denials, general claims questions, or to request provider manuals or fee schedules:

(800) 624-3958 In state

(406) 442-1837 Out of state and Helena

Send written inquiries to:

Provider Relations Unit P.O. Box 4936 Helena, MT 59604

Claims

Send paper claims to:

Claims Processing Unit P. O. Box 8000 Helena, MT 59604

Third Party Liability

For questions about private insurance, Medicare or other third-party liability:

(800) 624-3958 In state

(406) 442-1837 Out of state and Helena

Send written inquiries to:

ACS Third Party Liability Unit P. O. Box 5838 Helena, MT 59604

Restricted Client Authorization

For authorization for emergency services provided for restricted clients, contact the Surveillance/Utilization Review Section:

(406) 444-4167

All other services must be authorized by the client's designated provider.

PASSPORT Provider Help Line

For any PASSPORT related questions, or to enroll as a PASSPORT provider:

(800) 480-6823

Send written inquiries to:

PASSPORT To Health P.O. Box 254 Helena, MT 59624-0254

PASSPORT Client Help Line

Clients who have general Medicaid questions may call the Client Help Line:

(800) 362-8312

Send written inquiries to:

PASSPORT To Health P.O. Box 254 Helena, MT 59624-0254

PASSPORT Program Officer

Send inpatient stay documentation to:

PASSPORT Program Officer DPHHS Medicaid Services Bureau P.O. Box 202951 Helena, MT 59620-2951

Key Contacts ii.1

Provider's Policy Questions

For policy questions, contact the appropriate division of the Department of Public Health and Human Services; see the *Introduction* chapter in the *General Information For Providers* manual.

Technical Services Center

Providers who have questions or changes regarding electronic funds transfer should call the number below and ask for the Direct Deposit Manager.

(406) 444-9500

Client Eligibility

For client eligibility, see the *Client Eligibility* and *Responsibilities* chapter in the *General Information For Providers* manual.

CLIA Certification

For questions regarding CLIA certification, call or write:

(406) 444-1451 Phone (406) 444-3456 Fax

Send written inquiries to:

DPHHS Quality Assurance Division Certification Bureau 2401 Colonial Drive P.O. Box 202953 Helena, MT 59620-2953

Lab and X-ray

Public Health Lab assistance: **(800) 821-7284** In state **(406) 444-3444** Out of state and Helena

Send written inquiries to:

DPHHS Public Health Lab 1400 Broadway P.O. Box 6489 Helena, MT 59620

Lab and X-ray (continued)

Claims for multiple x-rays of same type on same day, send to:

DPHHS
Lab & X-ray Services
Health Policy & Services Division
P.O. Box 202951
Helena, MT 59620

Prior Authorization

The following are some of the Department's prior authorization contractors. Providers are expected to refer to their specific provider manual for prior authorization instructions.

Surveillance/Utilization Review

For prior authorization for cosmetic services and durable medical equipment (DME), contact SURS at:

(406) 444-0190 Phone (406) 444-0778 Fax

Send written inquiries to: Surveillance/Utilization Review 2401 Colonial Drive P.O. Box 202953 Helena, MT 59620-2953

First Health

For questions regarding prior authorization and continued stay review for selected mental health services.

(800) 770-3084 Phone (800) 639-8982 Fax (800) 247-3844 Fax

First Health Services 4300 Cox Road Glen Allen, VA 23060

ii.2 Key Contacts

Mountain-Pacific Quality Health Foundation

For questions regarding prior authorization for out-of-state hospital services, transplant services, and private duty nursing services, or emergency department reveiws, contact:

Phone:

(800) 262-1545 X150 In state (406) 443-4020 X150 Out of state and Helena

Fax:

(800) 497-8235 In state (406) 443-4585 Out of state and Helena

Send written inquiries to:

Mountain-Pacific Quality Health Foundation 3404 Cooney Drive Helena, MT 59602

Key Contacts ii.3

Key	Web	Sites
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-		
Web Address	Information Available	
Virtual Human Services Pavilion (VHSP) vhsp.dphhs.state.mt.us	 Select Human Services for the following information: Medicaid: Medicaid Eligibility & Payment System (MEPS). Eligibility and claims history information. Senior and Long Term Care: Provider search, home/housing options, healthy living, government programs, publications, protective/legal services, financial planning. DPHHS: Latest news and events, Mental Health Services Plan information, program information, office locations, divisions, resources, legal information, and links to other state and federal web sites. Health Policy and Services Division: Children's Health Insurance Plan (CHIP), Medicaid provider information such as manuals, newsletters, fee schedules, and enrollment information. 	
Provider Information web site www.mtmedicaid.org	 Medicaid: Medicaid provider information including provider manuals, fee schedules, notices and replacement pages, forms and frequently asked questions, newsletters, and key contacts. CHIP: Information on the Children's Health Insurance Plan Public Health: Disease prevention (immunizations), health and safety, health planning, and laboratory services Administration: HPSD budgets, staff and program names and phone numbers, program statistics, and systems information. News: Recent developments 	
Center for Disease Control and Prevention (CDC) web site www.cdc.gov/nip	Immunization and other health information	
Parents Lets Unite for Kids (PLUK) www.pluk.org	This web site gives information on PLUK – an organization designed to provide support, training, and assistance to children with disabilities and their parents.	
Division of Payment Management web site	Download the Direct Deposit Sign-up Form, Stand Form 1199A	
www.dpm.psc.gov/downloads		

ii.4 Key Contacts

Surgical services

- The fee schedule shows Medicaid policies code by code on global periods, bilateral procedures, assistants at surgery, co-surgeons, and team surgery. These policies are almost always identical to Medicare policies but in cases of discrepancy the Medicaid policy applies.
- Medicaid only covers "assistant at surgery" services when provided by physicians or mid-level practitioners who are Medicaid providers.
- Medicaid does not cover surgical technician services.
- See the *Billing Procedures* chapter regarding the appropriate use of modifiers for surgical services.

Telemedicine services

- Medicaid covers telemedicine services when the consulting provider is enrolled in Medicaid.
- The requesting provider need not be enrolled in Medicaid nor be present during the telemedicine consult.
- Medicaid does not cover network use charges.

Transplants

All Medicaid transplant services must be prior authorized (see the *PASSPORT* and *Prior Authorization* chapter in this manual). Medicaid covers the following transplant services:

- For clients 21 years or older: only bone marrow, kidney, or cornea transplants.
- For clients less than 21 years old: all transplants that are covered by Medicare that are not considered experimental or investigational.

Weight reduction

- Physicians and mid-level practitioners who counsel and monitor clients on weight reduction programs can be paid for those services. If medical necessity is documented, Medicaid will also cover lab work. Similar services provided by nutritionists are not covered for adults.
- Medicaid does not cover the following weight reduction services:
 - Weight reduction plans or programs (e.g., Jenny Craig, Weight Watchers, etc.)
 - Nutritional supplements
 - Dietary supplements
 - Health club memberships
 - Educational services of a nutritionist
 - Gastric bypass

Covered Services 2.9

Emergency department visits

The Department covers emergency services provided in the emergency department. Emergency medical services are those services required to treat and stabilize an emergency medical condition. Beginning August 1, 2003, a service is reimbursed as an emergency if one of the following criteria is met:

- The service is billed with a CPT code of 99284 or 99285
- The client has a qualifying emergency diagnosis code. A list of the Department's pre-approved emergency diagnosis codes is available on the Provider Information website under *Emergency Diagnosis Codes* (see *Key Contacts*).
- The service did not meet one of the previous two requirements, but the medical professional rendering the medical screening and evaluation believes an emergency existed. In this case, the claim and documentation supporting the emergent nature of the services must be mailed to the emergency department review contractor (see *Key Contacts*).

If the visit does not meet one of the emergency criteria, then services beyond the screening and related diagnostic tests are not reimbursed and cost sharing should be collected. If the visit meets the emergency criteria, cost sharing is not collectible.

If an inpatient hospitalization is recommended as post stabilization treatment, the hospital must get a referral from the client's PASSPORT provider. If the hospital attempts to contact the PASSPORT provider and does not receive a response within 60 minutes, authorization is assumed. To be paid for these services, documentation that clearly shows the time of the attempt to reach the PASSPORT provider and the time of the initiation of post stabilization treatment must be sent to the PASSPORT program officer (see *Key Contacts*) for review. The documentation must include the time an attempt was made to reach the provider and the time the inpatient hospitalization began. There must be a 60 minute time lapse between these two events.

Other Programs

This is how the information in this chapter applies to Department programs other than Medicaid.

Mental Health Services Plan (MHSP)

Clients who are enrolled in MHSP have limited coverage for physician-related services. See the *Mental Health Services Plan* manual.

For Medicaid clients seeking mental health services, the information in this chapter applies to mental health services just as it does for physical health services.

2.10 Covered Services

Children's Health Insurance Plan (CHIP)

The information in this chapter does not apply to CHIP clients. For a CHIP medical manual contact BlueCross BlueShield of Montana at (800) 447-7828 x8647. Additional information regarding CHIP is available on the *Provider Information* web site (see *Key Contacts*).

Covered Services 2.11



PASSPORT and Prior Authorization

What Is PASSPORT, Prior Authorization and a Restricted Card? (ARM 37.86.5101 - 5120)

PASSPORT To Health, prior authorization (PA), and the Restricted Card Program are three examples of the Department's efforts to ensure the appropriate use of Medicaid services. In each case, providers need approval before services are provided to a particular client.

- PASSPORT To Health Managed Care Program is Montana Medicaid's Primary Care Case Management (PCCM) Program and has been very successful since implementation in 1993. Under PASSPORT, Medicaid clients choose one primary care provider and develop an ongoing relationship that provides a "medical home." With some exceptions, all services to PASSPORT clients must be provided or approved by the PASSPORT provider. The PASSPORT mission is to manage the delivery of health care to Montana Medicaid clients in order to improve or maintain access and quality while minimizing use of health care resources. Approximately 68% of the Medicaid population is enrolled in PASSPORT. All Montana Medicaid clients must participate in PASSPORT except for nursing homes and institution residents, clients with Medicare coverage, medically needy clients with incurments, or clients living in non-PASSPORT counties. Any Montana Medicaid provider may be a PASSPORT provider if primary care is within his or her scope of practice. The PASSPORT Program saves the Medicaid program approximately \$20 million each year. These savings allow improved benefits elsewhere in the Medicaid program.
- **Prior authorization** refers to a short list of services. If a service requires prior authorization, the requirement exists for all Medicaid clients. See *Prior Authorization* later in this chapter.
- A *restricted card* is issued to a very small number of Medicaid clients. Because of issues about the appropriate use of services, the client must use a specific physician and/or pharmacy. The card sometimes lists other restrictions as well. For more information, see the *General Information For Providers* manual, *Client Eligibility and Responsibilities*.

In practice, providers will most often encounter clients who are enrolled in PASS-PORT. Specific services may also require prior authorization regardless of whether the client is a PASSPORT enrollee. For example, if a PASSPORT client comes to a plastic surgeon requesting a cosmetic procedure, then PASSPORT approval is required from the PASSPORT provider and prior authorization is



required from the Department's SURS unit. Refer to *Prior Authorization* later in this chapter and the fee schedules for PA requirements. PASSPORT approval requirements are described below. In the few cases where a client presents a restricted card, all providers must follow the restrictions on the card.

PASSPORT Information For All Providers

Client eligibility verification will indicate whether the client is enrolled in PASS-PORT. The client's PASSPORT provider and phone number are also available, and the client may have full or basic coverage. Instructions for checking client eligibility are in the *Client Eligibility and Responsibilities* chapter of the *General Information For Providers* manual.

To be covered by Medicaid, all services must be provided in accordance with the requirements listed in the *Provider Requirements* chapter of the *General Information For Providers* manual and in the *Covered Services* chapter of this manual. Prior authorization and restricted card requirements must also be followed.

PASSPORT referral and approval

PASSPORT providers refer Medicaid clients for medically necessary services that they do not provide. Referrals can be made to any other provider who accepts Montana Medicaid. Referrals may be verbal or in writing, and must be accompanied by the primary care provider's PASSPORT number. The following services do not require PASSPORT approval:

Services That Do Not Require PASSPORT Provider Approval (by Provider Type)			
Ambulance Nursing facilities			
Audiologists	Nursing facilities for the aged mentally retarded		
Dentists (some services require authorization)	Optometrists and ophthalmologists		
Dialysis	Personal assistance services in a client's home		
Durable medical equipment	Pharmacies		
Eyeglass providers	Podiatrists		
Hearing aid providers	Psychologists		
Home and community based service providers	Residential treatment centers		
Home infusion therapy providers	Social workers (licensed)		
Hospice providers	Substance dependency (non-hospital inpatient, outpatient, and day treatment providers)		
Hospital swing bed	Targeted case management providers		
Intermediate care facilities for the mentally retarded	Therapeutic family care		
	Therepoutie group home core		
Laboratory service providers	Therapeutic group home care		
Licensed clinical professional counselors	Transportation (commercial and specialized non-emergency)		
Mental health case management providers	X-ray providers		
Mental health centers	Outpaitent hospital emergency department services		

Some physician-related services also do not require PASSPORT provider approval:

- Anesthesiology
- Family planning
- Obstetrics
- Outpatient hospital emergency department services

EPSDT clients (all Medicaid clients under age 21) do not need PASSPORT provider approval for the following specific services:

- Immunizations
- · Blood lead testing

PASSPORT and emergency services

PASSPORT provider approval is not required for emergency services. However, if an inpatient hospitalization is recommended as post stabilization treatment, see *Emergency department visits* in the *Covered Services* chapter of this manual for requirements.

Complaints and grievances

Providers may call the PASSPORT Provider HelpLine (see *Key Contacts*) to report a complaint that something inappropriate has taken place. A grievance is a written complaint and must be addressed to PASSPORT To Health (see *Key Contacts*).

PASSPORT and Indian Health Services

Clients who are eligible for both Indian Health Services (IHS) and Medicaid may choose IHS or another provider as their PASSPORT provider. Clients who are eligible for IHS do not need a referral from their PASSPORT provider to obtain services from IHS. However, if IHS refers the client to a non-IHS provider, the PASSPORT provider must approve the referral.

Getting questions answered

The *Key Contacts* list (at the front of this manual) provides important phone numbers and addresses. Provider and Client HelpLines are available to answer almost any PASSPORT or general Medicaid question. You may call the PASSPORT Provider HelpLine to obtain materials for display in your office, discuss any problems or questions regarding your PASSPORT clients, or enroll in PASSPORT. You can keep up with changes and updates to the PASSPORT program by reading the PASSPORT provider newsletters. Newsletters and other information is available on the *Provider Information* web site (see *Key Contacts*). For claims questions, call Provider Relations.

When Your Client Is Enrolled in PASSPORT (And You Are Not the PASSPORT Provider)

To be covered by Medicaid, all services must be provided in accordance with the requirements listed in the *Provider Requirements* chapter of the *General Information For Providers* manual, and in the *Covered Services* chapter of this manual. Prior authorization and restricted card requirements must also be followed.

- If a client is enrolled in PASSPORT, the services must be provided or approved by the client's PASSPORT provider. Some exceptions to this requirement are described in the *PASSPORT referral and approval* section earlier in this chapter.
- The PASSPORT provider's approval may be verbal or written but must be documented and maintained in the client's file, and the claim form must contain the PASSPORT provider's PASSPORT number. Documentation should not be submitted with the claim
- The client's PASSPORT provider must be contacted for approval for each visit. Using another provider's PASSPORT number without approval is considered fraud.
- If a PASSPORT provider refers a client to you, do not refer that client to someone else without the PASSPORT provider's approval, or Medicaid will not cover the service.
- To verify client eligibility, see the *Client Eligibility* chapter in the *General Information For Providers* manual.

Role of the PASSPORT Provider

PASSPORT providers manage a client's health care in several ways:

- Provide primary care, including preventive care, health maintenance, and treatment of illness and injury.
- Coordinate the client's access to medically necessary specialty care and other health services. Coordination includes referral, authorization, and follow-up.
- Authorize inpatient admissions.
- Provide or arrange for qualified medical personnel to be accessible 24 hours a day, 7 days a week to provide direction to clients in need of emergency care.
- Provide or arrange for suitable coverage for needed services, consultations, and approval of referrals during the provider's normal hours of operation.
- Provide or arrange for Well Child Check Ups and immunizations according to the periodicity schedule in the *EPSDT* chapter and *Appendix B* of this manual.
- Maintain a unified medical record for each PASSPORT client. This must include a record of all approvals for other providers. Providers must trans-

- fer a copy of the client's medical record to a new primary care provider if requested in writing by the client.
- Review PASSPORT utilization rates (supplied by Medicaid) and analyze factors contributing to unusually high or low rates.

Providing PASSPORT referral and authorization

- Before referring a PASSPORT client to another provider, verify that the provider accepts Medicaid.
- When referring a client to another provider, you must give that provider your PASSPORT number.
- All referrals must be documented in the client's medical record or a telephone log. Documentation should not be submitted with the claim form.
- PASSPORT approval may be for a one-time visit, a time-specific period, or the duration of an illness or pregnancy, as determined by the PASSPORT provider.

Client disenrollment

A provider can ask to disenroll a PASSPORT client for any reason including:

- The provider-client relationship is mutually unacceptable.
- The client fails to follow prescribed treatment (unless this lack of compliance is a symptom of the medical condition).
- The client is abusive.
- The client could be better treated by a different type of provider, and a referral process is not feasible.

Providers cannot terminate a provider-client relationship in mid-treatment. To disenroll a client, write to PASSPORT To Health (see *Key Contacts*). Providers must continue to provide PASSPORT management services to the client while the disenrollment process is being completed.

Termination of PASSPORT agreement

To terminate your PASSPORT agreement, notify PASSPORT To Health in writing at least 30 days before the date of termination. Termination is effective on the first day of the month following notice of termination, or the first day of the second month following notice of termination, whichever allows a 30 day time period to elapse.

Utilization review

PASSPORT providers' utilization patterns are analyzed on a regular basis. When a provider's average rates for service utilization are consistently high or low, the provider may be asked to furnish information regarding unusual practice patterns.

Caseload limits

PASSPORT providers may serve as few as one or as many as 1,000 Medicaid clients. Group practices and clinics may serve up to 1,000 clients for each full-time equivalent provider.

How to Become a PASSPORT Provider

Any provider who has primary care within his or her scope of practice and is practicing primary care can be a PASSPORT provider. PASSPORT providers receive a monthly case management fee of \$3.00 for each enrolled PASSPORT client. Providers who wish to become a PASSPORT provider must:

- Enroll in Medicaid (contact *Provider Enrollment*). For more information on enrollment, see the *General Information For Providers* manual and enrollment forms available on the *Provider Information* web site (see Key Contacts).
- Call the PASSPORT Provider HelpLine at (800) 480-6823.

PASSPORT Tips

- View the client's Medicaid eligibility verification at each visit using one of the methods described in the *Client Eligibility and Responsibilities* chapter of the *General Information For Providers* manual.
- Do not bill for case management fees; they are paid automatically to the provider each month.
- If you are not your client's PASSPORT provider, include the PASSPORT provider's PASSPORT approval number on the claim, or it will be denied.
- The same cost sharing, service limits, and provider payment rules apply to PASSPORT and non-PASSPORT clients and services.
- For claims questions, refer to the *Billing Procedures* chapter in this manual, or call Provider Relations (see *Key Contacts*).

Prior Authorization

Some services require prior authorization (PA) before providing them. When seeking PA, keep in mind the following:

- The referring provider should initiate all authorization requests.
- Always refer to the current Medicaid fee schedule to verify if PA is required for specific services.

- The following table (*PA Criteria for Specific Services*) lists services that require PA, who to contact, and specific documentation requirements. For more details on each service listed in the following table, please contact the prior authorization contact listed.
- For a list of prescription drugs that require PA, see the *PA Criteria for Prescription Drugs* table later in this chapter.
- Have all required documentation included in the packet before submitting a request for PA (see the following *PA Criteria for Specific Services* table for documentation requirements).
- When PA is granted by the Surveillance/Utilization Review Section, providers will receive notification from both the Quality Assurance Divison and the Claims Processing Unit. The *Prior Authorization Notice* from the Claims Processing Unit will have a PA number. This PA number must be included in field 23 on the CMS-1500 claim form.

PA	Criteria	for S	pecific	Services

PA Criteria for Specific Services				
Service	PA Contact	Documentation Requirements		
 All transplant services Out-of-state hosptial inpatient services All rehab services 	Mountain-Pacific Quality Health Foundation 3404 Cooney Drive Helena, MT 59602 Phone: (406) 443-4020 X150 Helena (800) 262-1545 X150 In and out of state Fax: (406) 443-4585 Helena (800) 497-8235 In and out of state	Required information includes: Client's name Client's Medicaid ID number State and hospital where client is going Documentation that supports medical necessity. This varies based on circumstances. Mountain-Pacific Quality Health Foundation will instruct providers on required documentation on a case-by-case basis.		
• Transportation (scheduled ambulance transport, commercial and specialized non- emergency transportation) (For emergency ambulance transport services, providers have 60 days following the service to obtain authorization.) Mountain-Pacific Quality Health Foundation Medicaid Transportation P.O. Box 6488 Helena, MT 59604 Phone: (800) 292-7114 Fax: (800) 291-7791 E-Mail: ambulance@mpqhf.org		Ambulance providers may call, leave a message, fax, or Email requests. Required information includes: Name of transportation provider Provider's Medicaid ID Number Client's name Client's Medicaid ID number Point of origin to the point of destination Date and time of transport Reason for transport Level of services to be provided during transport (e.g., BLS, ALS, mileage, oxygen, etc.) Providers must submit the trip report and copy of the charges for review after transport. For commercial or private vehicle transportation, clients call and leave a message, or fax travel requests prior to traveling.		
 Eye prosthesis New technology codes (Category III CPT codes) Other reviews referred by Medicaid program staff 	Surveillance/Utilization Review Section P.O. Box 202953 Helena, MT 59620-2953 Phone: (406) 444-0190 Helena and out of state (406) 444-1441 Helena and out of state Fax: (406) 444-0778	 Documentation that supports medical necessity Documentation regarding the client's ability to comply with any required after care Letters of justification from referring physician Documentation should be provided at least two weeks prior to the procedure date. 		



Coordination of Benefits

When Clients Have Other Coverage

Medicaid clients often have coverage though Medicare, workers' compensation, employment-based coverage, individually purchased coverage, etc. Coordination of benefits is the process of determining which source of coverage is the primary payer in a particular situation. In general, providers must bill other carriers before billing Medicaid, but there are some exceptions (see *Exceptions to Billing Third Party First* later in this chapter). Medicare coverage is processed differently than other sources of coverage.

Identifying Other Sources of Coverage

The client's Medicaid eligibility information may list other payers such as Medicare or other third party payers (see *Client Eligibility and Responsibilities* in the *General Information For Providers* manual). If a client has Medicare, the Medicare ID number is listed on the eligibility verification. If a client has other coverage (excluding Medicare), it will be shown also. Some examples of third party payers include:

- Private health insurance
- Employment-related health insurance
- Workers' compensation insurance*
- Health insurance from an absent parent
- Automobile insurance*
- Court judgments and settlements*
- Long term care insurance

Providers must use the same procedures for locating third party sources for Medicaid clients as for their non-Medicaid clients. Providers cannot refuse service because of a third party payer or potential third party payer.

When a Client Has Medicare

Medicare claims are processed and paid differently than claims involving other payers. The other sources of coverage are referred to as "third party liability" (TPL), but Medicare is not.

Coordination of Benefits 5.1

^{*}These third party payers (and others) may **not** be listed on the client's eligibility information.

Medicare Part A claims

Medicare Part A covers inpatient hospital care, skilled nursing care and other services. Medicaid has not made arrangements with Medicare Part A carriers for electronic exchange of claims covering Part A services. Providers must submit the claim first to Medicare. After Medicare processes the claim, an Explanation of Medicare Benefits (EOMB) is sent to the provider. The provider then reviews the EOMB, and submits the claim to Medicaid on paper. Medicare Part A services are covered in more detail in specific program manuals where the providers bill for Part A services.

Medicare Part B crossover claims

Medicare Part B covers outpatient hospital care, physician care and other services. Although outpatient hospital care is covered under Part B, it is processed by Medicare Part A. The Department has an agreement with Medicare Part B carriers for Montana (BlueCross BlueShield of Montana and the Durable Medical Equipment Regional Carrier [DMERC]). Under this agreement, the carriers provide the Department with a magnetic tape of CMS-1500 (formerly HCFA-1500) claims for clients who have both Medicare and Medicaid coverage. Providers must tell Medicare that they want their claims sent to Medicaid automatically and must have their Medicare provider number on file with Medicaid

In these situations, providers need not submit Medicare Part B crossover claims to Medicaid. Medicare will process the claim, submit it to Medicaid, and send the provider an Explanation of Medicare Benefits (EOMB). Providers must check the EOMB for the statement indicating that the claim has been referred to Medicaid for further processing. It is the provider's responsibility to follow up on crossover claims and make sure they are correctly billed to Medicaid within the timely filing limit (see *Billing Procedures*).

When Medicare pays or denies a service

When Medicare Part B crossover claims:

- Are paid, they should automatically cross over to Medicaid for processing, so the provider does not need to submit the claim to Medicaid.
- Are denied, the provider may submit the claim to Medicaid on paper with the Medicare EOMB (and the explanation of denial codes) attached.

When Medicaid does not respond to crossover claims

When Medicaid does not respond within 45 days of the provider receiving the Medicare EOMB, submit a paper CMS-1500 (formerly HCFA-1500) claim form, with a copy of the Medicare EOMB attached, to Medicaid for processing.

To avoid confusion and paper-work, submit Medicare Part B cross-over claims to Medicaid only when necessary.

For details on how Medicaid calculates payment for Medicare claims, see the How Payment Is Calculated chapter in this manual.

Client Cost Sharing (ARM 37.85.204 and 37.85.402)

Cost sharing fees are a set dollar amount per visit, and they are based on the average Medicaid allowed amount for the provider type and rounded to the nearest dollar. There is no cost sharing cap. Do not show cost sharing as a credit on the claim; it is automatically deducted during claims processing and is shown on the remittance advice. Cost sharing for the following services is shown below.

Cost Sharing			
Provider Type Amoun			
Independent diagnostic testing facility (IDTF)	\$4.00 per visit		
Mid-level practitioner	\$4.00 per visit		
Physician	\$4.00 per visit		
Podiatry	\$4.00 per visit		
Public Health Clinic	\$1.00 per visit		

The following clients are exempt from cost sharing:

- Clients under 21 years of age
- Pregnant women (until end of postpartum, which begins on the last day of pregnancy and ends at the end of the month in which 60 days have passed)
- Inpatients in a hospital, skilled nursing facility, intermediate care facility or other medical institution if the individual is required to spend all but their personal needs allowance on the cost of care.
- Medicaid clients who also have Medicare or another insurance are exempt from cost sharing only when the service is allowed by Medicare or paid by the other insurance, and Medicaid is the secondary payer.

Cost sharing may not be charged for the following services:

- Emergencies (see *Definitions*)
- Family planning
- Hospice
- Independent lab and x-ray services
- Personal assistance services
- Home dialysis attendant services
- Home and community based waiver services
- Non-emergency medical transportation services
- Eyeglasses purchased by the Medicaid program under a volume purchasing arrangement
- EPSDT services

Billing Procedures 6.3

A provider cannot deny services to a Medicaid client because the client cannot pay cost sharing fees at the time services are rendered. However, the client's inability to pay cost sharing fees when services are rendered does not lessen the client's obligation. If a provider has a policy on collecting delinquent payment from non-Medicaid clients, that same policy may be used for Medicaid clients. A provider may sever the relationship with a client who has unpaid cost sharing obligation, as long as a consistent policy is followed with Medicaid and non-Medicaid clients. Once the relationship is severed, with prior notice to the client either verbally or in writing, the provider may refuse to serve the client.

When Clients Have Other Insurance

If a Medicaid client is also covered by Medicare, has other insurance, or some other third party is responsible for the cost of the client's health care, see the *Coordination of Benefits* chapter in this manual.

PASSPORT Billing Tips

- Do not bill for case management fees; they are paid automatically to the provider each month.
- If you are not your client's PASSPORT provider, include the PASSPORT provider's PASSPORT number on the claim.
- For claims questions, contact Provider Relations (see *Key Contacts*).

Billing for Retroactively Eligible Clients

When a client becomes retroactively eligible for Medicaid, the provider has 12 months from the date retroactive eligibility was determined to bill for those services. When submitting claims for retroactively eligible clients, attach a copy of the FA-455 (Eligibility determination letter) to the claim if the date of service is more than 12 months earlier than the date the claim is submitted.

When a provider chooses to accept the client from the date retroactive eligibility was effective, and the client has made a full or partial payment for services, the provider must refund the client's payment for the service(s) before billing Medicaid for the service(s).

For more information on retroactive eligibility, see the *Client Eligibility and Responsibilities* chapter in the *General Information For Providers* manual.

Place of Service

Place of service must be entered correctly on each line. Medicaid typically reduces payment for services provided in hospitals and ambulatory surgical centers since these facilities typically bill Medicaid separately for facility charges.

Physician clinics that are affiliated with hospitals should be particularly careful. If the Department has granted a clinic "provider-based" status then the hospital can bill for facility charges even if the clinic is not on the hospital campus. In these situations the clinic must show "outpatient" (22) as the place of service.

Transplants

Include the prior authorization number in field 23 (*Prior Authorization Number*) on the CMS-1500 claim form (see the *Completing a Claim* chapter in this manual). All providers must have their own prior authorization number for the services. For details on obtaining prior authorization, see the *PASSPORT and Prior Authorization* chapter in this manual.

Weight reduction

Providers who counsel and monitor clients on weight reduction programs must bill Medicaid using appropriate evaluation and management (E&M) codes.

Submitting a Claim

Paper claims

Unless otherwise stated, all paper claims must be mailed to:

Claims Processing P.O. Box 8000 Helena, MT 59604

Electronic claims

Providers who submit claims electronically experience fewer errors and quicker payment. Claims may be submitted electronically by the following methods:

- Accelerated Claims Entry Software (ACE\$)
- A claims clearinghouse
- By writing your own software using NSF 3 Montana Medicaid specifications

For more information on electronic claims submission, call the Provider Relations number (see *Key Contacts*), and follow the instructions for reaching Electronic Data Interchange (EDI). The information on electronic claims submission will change with the implementation of the electronic transaction standards under the Health Insurance Portability and Accountability Act (HIPAA). Providers will be notified of changes in the *Montana Medicaid Claim Jumper* newsletter.

Claim Inquiries

Contact Provider Relations for questions regarding client eligibility, payments, denials, general claim questions, or to request billing instructions, manuals, or fee schedules (see *Key Contacts*).

Billing Procedures 6.13

If you prefer to communicate with Provider Relations in writing, use the *Montana Medicaid Claim Inquiry* form in *Appendix A*. Complete the top portion of the form with the provider's name and address. If you are including a copy of the claim, complete side A; if a copy of the claim is not included, complete side B.

Provider Relations will respond to the inquiry within 7 to 10 days. The response will include the status of the claim: paid (date paid), denied (date denied), or in process. Denied claims will include an explanation of the denial and steps to follow for payment (if the claim is payable).

The Most Common Billing Errors and How to Avoid Them

Paper claims are often returned to the provider before they can be processed, and many other claims (both paper and electronic) are denied. To avoid unnecessary returns and denials, double check each claim to confirm the following items are included and accurate.

Common Billing Errors			
Reasons for Return or Denial	How to Prevent Returned or Denied Claims		
Medicaid provider number missing or invalid	The provider number is a 7-digit number assigned to the provider during Medicaid enrollment. Verify the correct Medicaid provider number is on the claim.		
Authorized signature missing	Each claim must have an authorized signature belonging to the provider, billing clerk, or office personnel. The signature may be typed, stamped, or hand-written.		
Signature date missing	Each claim must have a signature date.		
Incorrect claim form used	The claim must be the correct form for the provider type. Services covered in this manual require a CMS-1500 claim form.		
Information on claim form not legible	Information on the claim form must be legible. Use dark ink and center the information in the field. Information must not be obscured by lines.		
Recipient number not on file, or recipient was not eligible on date of service	 Before providing services to the client: View the client's eligibility information at each visit. Medicaid eligibility may change monthly. Verify client eligibility by using one of the methods described in the <i>Client Eligibility and Responsibilities</i> chapter of the <i>General Information For Providers</i> manual. 		
Duplicate claim	 Please check all remittance advices (RAs) for previously submitted claims before resubmitting. When making changes to previously paid claims, submit an adjustment form rather than a new claim form (see <i>Remittance Advices and Adjustments</i> in this manual). Please allow 45 days for the Medicare/Medicaid Part B crossover claim to appear on the RA before submitting the claim directly to Medicaid. 		

6.14 Billing Procedures

Common Billing Errors (continued)				
Reasons for Return or Denial	How to Prevent Returned or Denied Claims			
Procedure requires PASSPORT provider approval – No PASSPORT approval number on claim	A PASSPORT provider approval number must be on the claim form when such approval is required. See the <i>PASSPORT and Prior Authorization</i> chapter in this manual.			
Prior authorization number is missing	 Prior authorization (PA) is required for certain services, and the PA number must be on the claim form (see the <i>PASSPORT and Prior Authorization</i> chapter in this manual). Mental Health Services Plan (MHSP) claims must be billed and services performed during the prior authorization span. The claim will be denied if it is not billed according to the spans on the authorization. See the <i>Mental Health Services Plan</i> manual. 			
TPL on file and no credit amount on claim	 If the client has any other insurance (or Medicare), bill the other carrier before Medicaid. See <i>Coordination of Benefits</i> in this manual. If the client's TPL coverage has changed, providers must notify the TPL unit (see <i>Key Contacts</i>) before submitting a claim. 			
Claim past 365-day filing limit	 The Claims Processing Unit must receive all clean claims and adjustments within the timely filing limits described in this chapter. To ensure timely processing, claims and adjustments must be mailed to Claims Processing at the address shown in <i>Key Contacts</i>. 			
Missing Medicare EOMB	All Medicare crossover claims on CMS-1500 forms must have an Explanation of Medicare Benefits (EOMB) attached, and be billed to Medicaid on paper.			
Provider is not eligible during dates of services, or provider number terminated	 Out-of-state providers must update enrollment early to avoid denials. If enrollment has lapsed, claims submitted with a date of service after the expiration date will be denied until the provider updates his or her enrollment. New providers cannot bill for services provided before Medicaid enrollment begins. If a provider is terminated from the Medicaid program, claims submitted with a date of service after the termination date will be denied. 			
Type of service/procedure is not allowed for provider type	 Provider is not allowed to perform the service, or type of service is invalid. Verify the procedure code is correct using current HCPCS and CPT-4 billing manual. Check the Medicaid fee schedule to verify the procedure code is valid for your provider type. 			

Other Programs

These billing procedures also apply to the Mental Health Services Plan (MHSP). These billing procedures do not apply to the Children's Health Insurance Plan (CHIP). The CHIP Medical Manual is available through BlueCross BlueShield at (800) 447-7828 X8647.

Billing Procedures 6.15



Completing a Claim Form

The services described in this manual are billed on CMS-1500 claim forms. Claims submitted with all of the necessary information are referred to as "clean" and are usually paid in a timely manner (see the *Billing Procedures* chapter in this manual).

Claims are completed differently for the different types of coverage a client has. This chapter includes instructions and a sample claim for each of the following scenarios:

- Client has Medicaid coverage only
- Client has Medicaid and Medicare coverage
- Client has Medicaid and third party liability coverage
- Client has Medicaid, Medicare, and third party liability coverage
- Client has Medicaid, Medicare, and Medicare supplement coverage

When completing a claim, remember the following:

- Required fields are indicated by "*".
- Fields that are required if the information is applicable to the situation or client are indicated by "**".
- Field 24h, *EPSDT/family planning*, is used to override copayment and PASSPORT authorization requirements for certain clients or services. The following are accepted codes:

	EPSDT/Family Planning Overrides			
Code	Client/Service	Purpose		
1	EPSDT	Overrides benefit limits for client under age 21		
2	Family planning	Overrides the Medicaid cost sharing and PASSPORT authorization on the line		
3	EPSDT and family planning	Overrides Medicaid cost sharing and PASSPORT authorization for persons under the age of 21		
4	Pregnancy (any service provided to a pregnant woman)	Overrides Medicaid cost sharing on the claim		
5	Pregnancy (for PASSPORT program, obstetrical services only)	Overrides the Medicaid cost sharing and PASSPORT authorization on the claim		
6	Nursing facility client	Overrides the Medicare edit for oxygen services on the line		

• Unless otherwise stated, all paper claims must be mailed to the following address:

Claims Processing Unit P.O. Box 8000 Helena, MT 59604

Client Has Medicaid Coverage Only

Field#	Field Title	Instructions		
1	Program	Check Medicaid.		
1a	Insured's ID number	Leave this field blank for Medicaid only claims.		
2*	Patient's name	Enter the client's name as it appears on the Medicaid client's eligibility information.		
3	Patient's birth date and sex	Client's birth date in month/day/year format. Check male or female box.		
5	Patient's address	Client's address.		
10	Is patient's condition related to:	Check "Yes" or "No" to indicate whether employment, auto liability, or other accident involvement applies to one or more of the services described in field 24. If you answered "yes" to any of these, enter the two-letter state abbreviation where the accident occurred on the "Place" line.		
10d*	Reserved for local use	Enter the client's Medicaid ID number as it appears on the client's Medicaid eligibility information.		
11d*	Is there another health benefit plan?	Enter "No". If "Yes", follow claim instructions for appropriate coverage later in this chapter.		
14	Date of current illness, injury, pregnancy	Enter date in month/day/year format. This field is optional for Medicaid only claims.		
16	Dates patient unable to work in current occupation	If applicable, enter date in month/day/year format. This field is optional for Medicaid only claims.		
17	Name of referring physician	Enter the name of the referring physician. For PASSPORT clients, the name of the client's PASSPORT provider goes here.		
17a**	ID number of referring physician	Enter the referring or ordering physician's Medicaid ID number. For PASSPORT clients, enter the client's PASSPORT provider's PASSPORT ID number (UPIN).		
18	Hospitalization dates related to current service	Enter dates if the medical service is furnished as a result of, or subsequent to, a related hospitalization. This field is optional for Medicaid only claims.		
19	Reserved for local use	This field is used for any special messages regarding the claim or client.		
20	Outside lab?	Check "No". Medicaid requires all lab tests to be billed directly by the provider who performed them.		
21*	Diagnosis or nature of illness or	Enter the appropriate ICD-9-CM diagnosis codes. Enter up to four codes in priority order (primary, sec-		
	injury	ondary, etc.).		
23**	Prior authorization number	If the service requires prior authorization (PA), enter the PA number you received for this service.		
24a*	Date(s) of service	Enter date(s) of service for each procedure, service, or supply.		
24b*	Place of service	Enter the appropriate two-digit place of service (see <i>Appendix C</i>).		
24c*	Type of service	Enter Montana's type of service code: Nursing facilities are "9", and all others are "0" (zero).		
24d*	Procedure, service, or supplies	Enter the appropriate CPT-4 or HCPCS code for the procedure, service, or supply. When applicable, enter the appropriate CPT-4/HCPCS modifier. Medicaid allows up to three modifiers per procedure code.		
24e*	Diagnosis code	Enter the corresponding diagnosis code reference number (1, 2, 3 or 4) from field 21 (do not enter the diagnosis code). Any combination of applicable diagnosis reference numbers may be listed on one line.		
24f*	Charges	Enter your reasonable and customary charges (or the Department-designated charges) for the procedure(s) on this line.		
24g*	Days or units	Enter the number of units or days for the procedure and date(s) of service billed on this line (see <i>Billing Procedures</i> , <i>Coding</i> for additional tips on days/units). Anesthesia providers must bill using minutes.		
24h**	EPSDT/family planning	If applicable, enter the appropriate code for the client/service: 1, 2, 3, 4, 5 or 6 (see complete description in the <i>EPSDT/Family Planning Overrides</i> table earlier in this chapter).		
24i**	EMG (Emergency)	Enter an "X" if this service was rendered in a hospital emergency room to override Medicaid copay.		
28*	Total charge	Enter the sum of all charges billed in field 24f.		
29	Amount paid	Leave blank or enter \$0.00. Do not report any client copay or Medicaid payment amounts on this form.		
30	Balance due	Enter the balance due as recorded in field 28.		
31*	Signature and date	This field must contain an authorized signature and date, which is either hand signed, stamped, or computer generated.		
32	Name and address of facility	Enter the name and address of the person, organization, or facility performing the services if other than the client's home or physician's office.		
33*	Physician's, supplier's billing name, address, phone number	Enter the name, address, phone number and Montana Medicaid provider number (not UPIN) of the physician or supplier who furnished service.		

7.2 Completing a Claim

Client Has Medicaid Coverage Only

				APPF	ROVED (DMB-0938-0008
	For Med	licaid use. Do	not write	in th	nis are	ea.
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(Medicare #) X (Medicaid #) (Sponsor's SSN) (VA File #) HEALTH PLAN (SSN or ID)	BLK LUNG (ID)					
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) 3. PATIENT'S BIRTH D MM DD 70 PM D1 PM D2 PM D4 $28 96$	M X F	4. INSURED'S NAME (I	_ast Name, Firs	t Name,	Middle Ir	nitial)
5. PATIENT'S ADDRESS (No., Street) 6. PATIENT RELATION		7. INSURED'S ADDRES	SS (No., Street)			
123 Anystreet #1 Self X Spouse	Child Other					
CITY STATE 8. PATIENT STATUS Anytown MT Single V Ma		CITY				STATE
$egin{array}{c c} Anytown & M1 & Single \hline X & Ma \\ \hline ZIP CODE & TELEPHONE (Include Area Code) & Ma \\ \hline \end{array}$	rried Other	ZIP CODE	TEL	EPHON	E (INCLU	JDE AREA CODE)
59999 (406) 555-5555 Employed Stud	Time Part-Time Student			()	
OTHER INSURED'S NAME (Last Name, First Name, Middle Initial) 10. IS PATIENT'S CON	IDITION RELATED TO:	11. INSURED'S POLIC	Y GROUP OR F	ECA NU	JMBER	
a. OTHER INSURED'S POLICY OR GROUP NUMBER a. EMPLOYMENT? (CL	IRRENT OR PREVIOUS)	a. INSURED'S DATE O	F RIRTH			057
YES	XNO	MM DD	YY	М		SEX F
b. AUTO ACCIDENT?	PLACE (State)	b. EMPLOYER'S NAME	OR SCHOOL	NAME		
M F YES	X NO \Box					
. EMPLOYER'S NAME OR SCHOOL NAME c. OTHER ACCIDENT?	XNO	c. INSURANCE PLAN N	NAME OR PRO	GRAM N	IAME	
. INSURANCE PLAN NAME OR PROGRAM NAME 10d. RESERVED FOR		d. IS THERE ANOTHER	R HEALTH BEN	EFIT PL	AN?	
99999999		YES X NO If yes, return to and complete item 9 a-d.				
READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM 2. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or to process this claim. I also request payment of government benefits either to myself or to the party w below.	other information necessary	 INSURED'S OR AU payment of medical services described by 	benefits to the			
SIGNED DATE		SIGNED				
14. DATE OF CURRENT: ILLNESS (First symptom) OR 15. IF PATIENT HAS HAD SA GIVE FIRST DATE MM	AME OR SIMILAR ILLNESS.	16. DATES PATIENT U	NABLE TO WO		MM i	
09 │ 10 │ 00 PREGNANCY(LMP) 7. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE		FROM 18. HOSPITALIZATION	1	TO TED TO		
Doug Ross, MD 9989999		MM DD	YY	то	MM	DD YY
9. RESERVED FOR LOCAL USE		20. OUTSIDE LAB?	<u> </u>	\$ CHA	RGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E	BY LINE)	YES X				
4 + 381 20	J LINE)	CODE	ORIG	SINAL R	EF. NO.	
1. 561.20	, i	23. PRIOR AUTHORIZA	ATION NUMBER	R		
2. <u>474</u> .12						
4. A B C DATE(S) OF SERVICE To of of (Evolution Injuried Circumstance		F	G H DAYS EPSDT	-	J	K RESERVED FOR
From To of of (Explain Unusual Circumstance MM DD YY MM DD YY Service Service CPT/HCPCS MODIFIER	s) CODE	\$ CHARGES	OR Family UNITS Plan	EMG	СОВ	LOCAL USE
03 18 02 24 0 69436 50	1	500 00	1			
02 10 02 1 24 0 42020 51		450 00	1			
03 18 02	2,3	450 00	1			
	_					
25. FEDERAL TAX I.D. NUMBER SSN EIN 26. PATIENT'S ACCOUNT NO. 27.	ACCEPT ASSIGNMENTS	28. TOTAL CHARGE	29. AMO	LINT DA		30. BALANCE DUE
99-999999	ACCEPT ASSIGNMENT? (For govt. claims, see back)	\$ 950 00			00	\$ 950 00
31. SIGNATURE OF PHYSICIAN OR SUPPLIER 32. NAME AND ADDRESS OF FACILITY	WHERE SERVICES WERE	33. PHYSICIAN'S, SUP				
INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.) Anytown Surgic	<i>'</i>		Pediatri		nter	
1111/00/11 501810		P.O	. Box 99 ytown, M	9 IT 5	0000	
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Soug Ross, MD 03/20/02 123 Medical Dri Anytown, MT 5		PIN# 0000099	900 I.	,,,, (9999 (406)	555-5555

Completing a Claim 7.3

Field#	Field Title	Instructions		
1	Program	Check Medicaid.		
1a*	Insured's ID number	Enter the client's Medicare ID number.		
2*	Patient's name	Enter the client's name as it appears on the Medicaid client's eligibility information.		
3	Patient's birth date and sex	Client's birth date in month/day/year format. Check male or female box.		
4	Insured's name	Enter the name of the insured or "SAME".		
5	Patient's address	Client's address.		
7	Insured's address	Enter the insured's address and telephone number or "SAME".		
10	Is patient's condition related to:	Check "Yes" or "No" to indicate whether employment, auto liability, or other accident involvement applies to one or more of the services described in field 24. If you answered "yes" to any of these, enter the two-letter state abbreviation where the accident occurred on the "Place" line.		
10d*	Reserved for local use	Enter the client's Medicaid ID number as it appears on the client's Medicaid eligibility information.		
11	Insured's policy group	This field should be blank.		
11c	Insurance plan or program	This field should be blank.		
11 d *	Is there another health benefit plan?	Check "NO".		
14	Date of current illness, injury, pregnancy	Enter date in month/day/year format.		
16	Dates patient unable to work in current occupation	If applicable, enter date in month/day/year format.		
17	Name of referring physician	Enter the name of the referring physician. For PASSPORT clients, the name of the client's PASSPORT provider goes here.		
17a**	ID number of referring physician	Enter the referring or ordering physician's Medicaid ID number. For PASSPORT clients, enter the client's PASSPORT provider's PASSPORT ID number (UPIN).		
18	Hospitalization dates related to current service	Enter dates if the medical service is furnished as a result of, or subsequent to, a related hospitalization.		
19	Reserved for local use	This field is used for any special messages regarding the claim or client.		
20	Outside lab?	Check "No". Medicaid requires all lab tests to be billed directly by the provider who performed them.		
21*	Diagnosis or nature of illness or injury	Enter the appropriate ICD-9-CM diagnosis codes. Enter up to four codes in priority order (primary, secondary, etc.).		
23**	Prior authorization number	If the service requires prior authorization (PA), enter the PA number you received for this service.		
24a*	Date(s) of service	Enter date(s) of service for each procedure, service, or supply.		
24b*	Place of service	Enter the appropriate two-digit place of service (see <i>Appendix C</i>).		
24c*	Type of service	Enter Montana's type of service code: Nursing facilities are "9", and all others are "0" (zero).		
24d*	Procedure, service, or supplies	Enter the appropriate CPT-4 or HCPCS code for the procedure, service, or supply. When applicable, enter appropriate modifiers. Medicaid recognizes two pricing and one informational modifier per code.		
24e*	Diagnosis code	Enter the corresponding diagnosis code reference number (1, 2, 3 or 4) from field 21 (do not enter the diagnosis code). Any combination of applicable diagnosis reference numbers may be listed on one line.		
24f*	Charges	Enter your reasonable and customary charges (or the Department-designated charges) for the procedure(s) on this line.		
24g*	Days or units	Enter the number of units or days for the procedure and date(s) of service billed on this line (see <i>Billing Procedures</i> , <i>Coding</i> for additional tips on days/units). Anesthesia providers must bill using minutes.		
24h**	EPSDT/family planning	If applicable, enter the appropriate code for the client/service: 1, 2, 3, 4, 5 or 6 (see complete description in the <i>EPSDT/Family Planning Overrides</i> table earlier in this chapter).		
24i**	EMG (Emergency)	Enter an "X" if this service was rendered in a hospital emergency room to override Medicaid copay.		
28*	Total charge	Enter the sum of all charges billed in field 24f.		
29	Amount paid	Leave this field blank. Do not include any adjustment amounts or coinsurance. The Medicare payment amount will be determined from the EOMB attached to the claim.		
30	Balance due	Enter the balance due as listed in field 28.		
31*	Signature and date	This field must contain an authorized signature and date, which can be hand signed, stamped, or computer generated.		
32	Name and address of facility	Enter the name and address of the person, organization, or facility performing the services if other than the client's home or physician's office.		
33*	Physician's, supplier's billing name, address, phone number	Enter the name, address, phone number and Montana Medicaid provider number (not UPIN) of the physician or supplier who furnished service.		

Physician Related Services Origina Client Has Medicaid and Medicare Coverage

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7.5 Completing a Claim

Replacement Page, August 2003 Client Has Medicaid and Third Party Liability Coverage

Field#	Field Title	Instructions
1	Program	Check Medicaid.
1a*	Insured's ID number	Enter the client's ID number for the primary carrier.
2*	Patient's name	Enter the client's name as it appears on the Medicaid client's eligibility information.
3	Patient's birth date and sex	Client's birth date in month/day/year format. Check male or female box.
4	Insured's name	Enter the name of the insured or "SAME".
5	Patient's address	Client's address.
7	Insured's address	Enter the insured's address and telephone number or "SAME".
9 -9d	Other insured's information	Use these fields only if there are two or more third party insurance carriers (not including Medicaid and Medicare).
10	Is patient's condition related to:	Check "Yes" or "No" to indicate whether employment, auto liability, or other accident involvement applies to one or more of the services described in field 24. If you answered "yes" to any of these, enter the two-letter state abbreviation where the accident occurred on the "Place" line.
10d*	Reserved for local use	Enter the client's Medicaid ID number as it appears on the client's Medicaid eligibility information.
11	Insured's policy group	Leave this field blank, or enter the client's ID number for the primary payer.
11c*	Insurance plan or program	Enter the name of the other insurance plan or program (i.e. BlueCross BlueShield, New West, etc.).
11 d*	Is there another health benefit plan?	Check "YES".
14	Date of current illness, injury, pregnancy	Enter date in month/day/year format.
16	Dates patient unable to work in current occupation	If applicable, enter date in month/day/year format.
17	Name of referring physician	Enter the name of the referring physician. For PASSPORT clients, the name of the client's PASSPORT provider goes here.
17a**	ID number of referring physician	Enter the referring or ordering physician's Medicaid ID number. For PASSPORT clients, enter the client's PASSPORT provider's PASSPORT ID number (UPIN).
18	Hospitalization dates related to current service	Enter dates if the medical service is furnished as a result of, or subsequent to, a related hospitalization.
19	Reserved for local use	This field is used for any special messages regarding the claim or client.
20	Outside lab?	Check "No". Medicaid requires all lab tests to be billed directly by the provider who performed them.
21*	Diagnosis or nature of illness or injury	Enter the appropriate ICD-9-CM diagnosis codes. Enter up to four codes in priority order (primary, secondary, etc.).
23**	Prior authorization number	If the service requires prior authorization (PA), enter the PA number you received for this service.
24a*	Date(s) of service	Enter date(s) of service for each procedure, service, or supply.
24b*	Place of service	Enter the appropriate two-digit place of service (see <i>Appendix C</i>).
24c*	Type of service	Enter Montana's type of service code: Nursing facilities are "9", and all others are "0" (zero).
24d*	Procedure, service, or supplies	Enter the appropriate CPT-4 or HCPCS code for the procedure, service, or supply. When applicable, enter appropriate modifiers. Medicaid recognizes two pricing and one informational modifier per code.
24e*	Diagnosis code	Enter the corresponding diagnosis code reference number (1, 2, 3 or 4) from field 21 (do not enter the diagnosis code). Any combination of applicable diagnosis reference numbers may be listed on one line.
24f*	Charges	Enter your reasonable and customary charges (or the Department-designated charges) for the procedure(s) on this line.
24g*	Days or units	Enter the number of units or days for the procedure and date(s) of service billed on this line (see <i>Billing Procedures</i> , <i>Coding</i> for additional tips on days/units). Anesthesia providers must bill using minutes.
24h**	EPSDT/family planning	If applicable, enter the appropriate code for the client/service: 1, 2, 3, 4, 5 or 6 (see complete description in the <i>EPSDT/Family Planning Overrides</i> table earlier in this chapter).
24i**	EMG (Emergency)	Enter an "X" if this service was rendered in a hospital emergency room to override Medicaid copay.
28*	Total charge	Enter the sum of all charges billed in field 24f.
29*	Amount paid	Enter the amount paid by the other insurance. Do not include any adjustment amounts or coinsurance.
30*	Balance due	Enter the balance due (the amount in field 28 less the amount in field 29).
31*	Signature and date	This field must contain an authorized signature and date, which can be hand signed, stamped, or computer generated.
32	Name and address of facility	Enter the name and address of the person, organization, or facility performing the services if other than the client's home or physician's office.
33*	Physician's, supplier's billing name, address, phone number	Enter the name, address, phone number and Montana Medicaid provider number (not UPIN) of the physician or supplier who furnished service.

^{* =} Required Field

Client Has Medicaid and Third Party Liability Coverage

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Completing a Claim 7.7

Replacement Page, August 2003 Client Has Medicaid, Medicare, and Third Party Liability Coverage

Field#	Field Title	Instructions
1	Program	Check Medicaid.
1a*	Insured's ID number	Enter the client's Medicare ID number.
2*	Patient's name	Enter the client's name as it appears on the Medicaid client's eligibility information.
3	Patient's birth date and sex	Client's birth date in month/day/year format. Check male or female box.
4	Insured's name	Enter the name of the insured or "SAME".
5	Patient's address	Client's address.
7	Insured's address	Enter the insured's address and telephone number or "SAME".
9 -9d	Other insured's information	Use these fields only if there are two or more third party insurance carriers (not including Medicaid and Medicare).
10	Is patient's condition related to:	Check "Yes" or "No" to indicate whether employment, auto liability, or other accident involvement applies to one or more of the services described in field 24. If you answered "yes" to any of these, enter the two-letter state abbreviation where the accident occurred on the "Place" line.
10d*	Reserved for local use	Enter the client's Medicaid ID number as it appears on the client's Medicaid eligibility information.
11*	Insured's policy group	Enter the client's primary payer (TPL) ID number.
11c*	Insurance plan or program	Enter the name of the primary payer.
11d*	Is there another health benefit plan?	Check "YES".
14	Date of current illness, injury, pregnancy	Enter date in month/day/year format.
16	Dates patient unable to work in current occupation	If applicable, enter date in month/day/year format.
17	Name of referring physician	Enter the name of the referring physician. For PASSPORT clients, the name of the client's PASSPORT provider goes here.
17a**	ID number of referring physician	Enter the referring or ordering physician's Medicaid ID number. For PASSPORT clients, enter the client's PASSPORT provider's PASSPORT ID number (UPIN).
18	Hospitalization dates related to current service	Enter dates if the medical service is furnished as a result of, or subsequent to, a related hospitalization.
19	Reserved for local use	This field is used for any special messages regarding the claim or client.
20	Outside lab?	Check "No". Medicaid requires all lab tests to be billed directly by the provider who performed them.
21*	Diagnosis or nature of illness or injury	Enter the appropriate ICD-9-CM diagnosis codes. Enter up to four codes in priority order (primary, secondary, etc.).
23**	Prior authorization number	If the service requires prior authorization (PA), enter the PA number you received for this service.
24a*	Date(s) of service	Enter date(s) of service for each procedure, service, or supply.
24b*	Place of service	Enter the appropriate two-digit place of service (see <i>Appendix C</i>).
24c*	Type of service	Enter Montana's type of service code: Nursing facilities are "9", and all others are "0" (zero).
24d*	Procedure, service, or supplies	Enter the appropriate CPT-4 or HCPCS code for the procedure, service, or supply. When applicable, enter appropriate modifiers. Medicaid recognizes two pricing and one informational modifier per code.
24e*	Diagnosis code	Enter the corresponding diagnosis code reference number (1, 2, 3 or 4) from field 21 (do not enter the diagnosis code). Any combination of applicable diagnosis reference numbers may be listed on one line.
24f*	Charges	Enter your reasonable and customary charges (or the Department-designated charges) for the procedure(s) on this line.
24g*	Days or units	Enter the number of units or days for the procedure and date(s) of service billed on this line (see <i>Billing Procedures</i> , <i>Coding</i> for additional tips on days/units). Anesthesia providers must bill using minutes.
24h**	EPSDT/family planning	If applicable, enter the appropriate code for the client/service: 1, 2, 3, 4, 5 or 6 (see complete description in the <i>EPSDT/Family Planning Overrides</i> table earlier in this chapter).
24i**	EMG (Emergency)	Enter an "X" if this service was rendered in a hospital emergency room to override Medicaid copay.
28*	Total charge	Enter the sum of all charges billed in field 24f.
29*	Amount paid	Enter the amount paid by the primary payer (not Medicare). Do not include any adjustment amounts or coinsurance. The Medicare payment amount will be determined from the EOMB attached to the claim.
30*	Balance due	Enter the balance due (the amount in field 28 less the amount in field 29).
31*	Signature and date	This field must contain an authorized signature and date, which can be hand signed, stamped, or computer generated.
32	Name and address of facility	Enter the name and address of the person, organization, or facility performing the services if other than the client's home or physician's office.
33*	Physician's, supplier's billing name, address, phone number	Enter the name, address, phone number and Montana Medicaid provider number (not UPIN) of the physician or supplier who furnished service.
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^{* =} Required Field

Physician Related Services Client Has Medicaid, Medicare, and Third Party Liability Coverage

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98765 Anystreet #2	Self X Spouse Ch		7. INSURED'S ADI	JRE33 (NO.	, Street)				
	B. PATIENT STATUS		CITY						STATE
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 PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the reto process this claim. I also request payment of government benefits either to 	lease of any medical or other		payment of me	dical benefit					
below.	myself of to the party who ac	ocpto assignment	Services descri	ded below.					
SIGNED	DATE		SIGNED						
4. DATE OF CURRENT: MM	PATIENT HAS HAD SAME (OR SIMILAR ILLNESS.	16. DATES PATIE	NT UNABLE	TO WOR	RK IN C	URREN	IT OCCUP	PATION
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Completing a Claim 7.9

Replacement Page, August 2003 Client Has Medicaid, Medicare, and Medicare Supplement Coverage

Field#	Field Title	Instructions						
1	Program	Check Medicaid.						
1a*	Insured's ID number	Enter the client's Medicare ID number.						
2*	Patient's name	Enter the client's name as it appears on the Medicaid client's eligibility information.						
3	Patient's birth date and sex	Client's birth date in month/day/year format. Check male or female box.						
4	Insured's name	Enter the name of the insured or "SAME".						
5	Patient's address	Client's address.						
7	Insured's address	Enter the insured's address and telephone number or "SAME".						
9 -9d	Other insured's information	Use these fields only if there are two or more third party insurance carriers (not including Medicaid and Medicare).						
10	Is patient's condition related to:	Check "Yes" or "No" to indicate whether employment, auto liability, or other accident involvement applies to one or more of the services described in field 24. If you answered "yes" to any of these, enter the two-letter state abbreviation where the accident occurred on the "Place" line.						
10d*	Reserved for local use	Enter the client's Medicaid ID number as it appears on the client's Medicaid eligibility information.						
11*	Insured's policy group	Enter the client's ID number for the primary payer.						
11c*	Insurance plan or program	Enter the name of the other insurance plan or program (i.e. BlueCross BlueShield, New West, etc.).						
11 d*	Is there another health benefit plan?	Check "YES".						
14	Date of current illness, injury, pregnancy	Enter date in month/day/year format.						
16	Dates patient unable to work in current occupation	If applicable, enter date in month/day/year format.						
17	Name of referring physician	Enter the name of the referring physician. For PASSPORT clients, the name of the client's PASSPORT provider goes here.						
17a**	ID number of referring physician	Enter the referring or ordering physician's Medicaid ID number. For PASSPORT clients, enter the client's PASSPORT provider's PASSPORT ID number (UPIN).						
18	Hospitalization dates related to current service	Enter dates if the medical service is furnished as a result of, or subsequent to, a related hospitalization.						
19	Reserved for local use	This field is used for any special messages regarding the claim or client.						
20	Outside lab?	Check "No". Medicaid requires all lab tests to be billed directly by the provider who performed them.						
21*	Diagnosis or nature of illness or injury	Enter the appropriate ICD-9-CM diagnosis codes. Enter up to four codes in priority order (primary, secondary, etc.).						
23**	Prior authorization number	If the service requires prior authorization (PA), enter the PA number you received for this service.						
24a*	Date(s) of service	Enter date(s) of service for each procedure, service, or supply.						
24b*	Place of service	Enter the appropriate two-digit place of service (see <i>Appendix C</i>).						
24c*	Type of service	Enter Montana's type of service code: Nursing facilities are "9", and all others are "0" (zero).						
24d*	Procedure, service, or supplies	If applicable, enter the appropriate CPT-4 or HCPCS code for the procedure, service, or supply. When applicable, enter appropriate modifiers. Medicaid recognizes two pricing and one informational modifier per code.						
24e*	Diagnosis code	Enter the corresponding diagnosis code reference number (1, 2, 3 or 4) from field 21 (do not enter the diagnosis code). Any combination of applicable diagnosis reference numbers may be listed on one line.						
24f*	Charges	Enter your reasonable and customary charges (or the Department-designated charges) for the procedure(s) on this line.						
24g*	Days or units	Enter the number of units or days for the procedure and date(s) of service billed on this line (see <i>Billing Procedures</i> , <i>Coding</i> for additional tips on days/units). Anesthesia providers must bill using minutes.						
24h**	EPSDT/family planning	Enter the appropriate code for the client/service: 1, 2, 3, 4, 5 or 6 (see complete description in the <i>EPSDT/Family Planning Overrides</i> table earlier in this chapter).						
24i**	EMG (Emergency)	Enter an "X" if this service was rendered in a hospital emergency room to override Medicaid copay.						
28*	Total charge	Enter the sum of all charges billed in field 24f.						
29*	Amount paid	Enter the amount paid by the Medicare supplement insurance only. Do not include any adjustment amounts or coinsurance. Medicare payment is determined from the EOMB attached to the claim.						
30*	Balance due	Enter balance due (amount in field 28 less the amount in field 29).						
31*	Signature and date	This field must contain an authorized signature and date, which can be hand signed, stamped, or computer generated.						
32	Name and address of facility	Enter the name and address of the person, organization, or facility performing the services if other than the client's home or physician's office.						
33*	Physician's, supplier's billing name, address, phone number	Enter the name, address, phone number and Montana Medicaid provider number (not UPIN) of the physician or supplier who furnished service.						

^{* =} Required Field

Client Has Medicaid, Medicare, and Medicare Supplement Coverage

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Completing a Claim 7.11

CMS-1500 Agreement

Your signature on the CMS-1500 constitutes your agreement to the terms presented on the back of the form. This form is subject to change by the Centers for Medicare and Medicaid Services (CMS).

BECAUSE THIS FORM IS USED BY VARIOUS GOVERNMENT AND PRIVATE HEALTH PROGRAMS, SEE SEPARATE INSTRUCTIONS ISSUED BY APPLICABLE PROGRAMS.

NOTICE: Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties

REFERS TO GOVERNMENT PROGRAMS ONLY

MEDICARE AND CHAMPUS PAYMENTS: A patient's signature requests that payment be made and authorizes release of any information necessary to process the claim and certifies that the information provided in Blocks 1 through 12 is true, accurate and complete. In the case of a Medicare claim, the patient's signature authorizes any entity to release to Medicare medical and nonmedical information, including employment status, and whether the person has employer group health insurance, liability, no-fault, worker's compensation or other insurance which is responsible to pay for the services for which the Medicare claim is made. See 42 CFR 411.24(a). If item 9 is completed, the patient's signature authorizes release of the information to the health plan or agency shown. In Medicare assigned or CHAMPUS participation cases, the physician agrees to accept the charge determination of the Medicare carrier or CHAMPUS fiscal intermediary as the full charge, and the patient is responsible only for the deductible, coinsurance and noncovered services. Coinsurance and the deductible are based upon the charge determination of the Medicare carrier or CHAMPUS fiscal intermediary if this is less than the charge submitted. CHAMPUS is not a health insurance program but makes payment for health benefits provided through certain affiliations with the Uniformed Services. Information on the patient's sponsor should be provided in those items captioned in "Insured"; i.e., items 1a, 4, 6, 7, 9, and 11.

BLACK LUNG AND FECA CLAIMS

The provider agrees to accept the amount paid by the Government as payment in full. See Black Lung and FECA instructions regarding required procedure and diagnosis coding systems.

SIGNATURE OF PHYSICIAN OR SUPPLIER (MEDICARE, CHAMPUS, FECA AND BLACK LUNG)

I certify that the services shown on this form were medically indicated and necessary for the health of the patient and were personally furnished by me or were furnished incident to my professional service by my employee under my immediate personal supervision, except as otherwise expressly permitted by Medicare or CHAMPUS regulations.

For services to be considered as "incident" to a physician's professional service, 1) they must be rendered under the physician's immediate personal supervision by his/her employee, 2) they must be an integral, although incidental part of a covered physician's service, 3) they must be of kinds commonly furnished in physician's offices, and 4) the services of nonphysicians must be included on the physician's bills.

For CHAMPUS claims, I further certify that I (or any employee) who rendered services am not an active duty member of the Uniformed Services or a civilian employee of the United States Government or a contract employee of the United States Government, either civilian or military (refer to 5 USC 5536). For Black-Lung claims, I further certify that the services performed were for a Black Lung-related disorder.

No Part B Medicare benefits may be paid unless this form is received as required by existing law and regulations (42 CFR 424.32).

NOTICE: Any one who misrepresents or falsifies essential information to receive payment from Federal funds requested by this form may upon conviction be subject to fine and imprisonment under applicable Federal laws.

NOTICE TO PATIENT ABOUT THE COLLECTION AND USE OF MEDICARE, CHAMPUS, FECA, AND BLACK LUNG INFORMATION
(PRIVACY ACT STATEMENT)
We are authorized by HCFA, CHAMPUS and OWCP to ask you for information needed in the administration of the Medicare, CHAMPUS, FECA, and Black Lung programs. Authority to collect information is in section 205(a), 1862, 1872 and 1874 of the Social Security Act as amended, 42 CFR 411.24(a) and 424.5(a) (6), and 44 USC 3101;41 CFR 101 et seq and 10 USC 1079 and 1086; 5 USC 8101 et seq; and 30 USC 901 et seq; 38 USC 613; E.O. 9397.

The information we obtain to complete claims under these programs is used to identify you and to determine your eligibility. It is also used to decide if the services and supplies you received are covered by these programs and to insure that proper payment is made.

The information may also be given to other providers of services, carriers, intermediaries, medical review boards, health plans, and other organizations or Federal agencies, for the effective administration of Federal provisions that require other third parties payers to pay primary to Federal program, and as otherwise necessary to administer these programs. For example, it may be necessary to disclose information about the benefits you have used to a hospital or doctor. Additional disclosures are made through routine uses for information contained in systems of records.

FOR MEDICARE CLAIMS: See the notice modifying system No. 09-70-0501, titled, 'Carrier Medicare Claims Record,' published in the Federal Register, Vol. 55 No. 177, page 37549, Wed. Sept. 12, 1990, or as updated and republished.

FOR OWCP CLAIMS: Department of Labor, Privacy Act of 1974, "Republication of Notice of Systems of Records," <u>Federal Register</u> Vol. 55 No. 40, Wed Feb. 28, 1990, See ESA-5, ESA-6, ESA-12, ESA-13, ESA-30, or as updated and republished.

FOR CHAMPUS CLAIMS: PRINCIPLE PURPOSE(S): To evaluate eligibility for medical care provided by civilian sources and to issue payment upon establishment of eligibility and determination that the services/supplies received are authorized by law.

ROUTINE USE(S): Information from claims and related documents may be given to the Dept. of Veterans Affairs, the Dept. of Health and Human Services and/or the Dept. of Transportation consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA; to the Dept. of Justice for representation of the Secretary of Defense in civil actions; to the Internal Revenue Service, private collection agencies, and consumerreporting agencies in connection with recoupment claims; and to Congressional Offices in response to inquiries made at the request of the person to whom a record pertains. Appropriate disclosures may be made to other federal, state, local, foreign government agencies, private business entities, and individual providers of care, on matters relating to entitlement, claims adjudication, fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third-party liability, coordination of benefits, and criminal litigation related to the operation of CHAMPUS.

DISCLOSURES: Voluntary; however, failure to provide information will result in delay in payment or may result in denial of claim. With the one exception discussed below, there are no penalties under these programs for refusing to supply information. However, failure to furnish information regarding the medical services rendered or the amount charged would prevent payment of claims under these programs. Failure to furnish any other information, such as name or claim number, would delay payment of the claim. Failure to provide medical information under FECA could be deemed an obstruction.

It is mandatory that you tell us if you know that another party is responsible for paying for your treatment. Section 1128B of the Social Security Act and 31 USC 3801-3812 provide penalties for withholding this information.

You should be aware that P.L. 100-503, the "Computer Matching and Privacy Protection Act of 1988", permits the government to verify information by way of computer

MEDICAID PAYMENTS (PROVIDER CERTIFICATION)

I hereby agree to keep such records as are necessary to disclose fully the extent of services provided to individuals under the State's Title XIX plan and to furnish information regarding any payments claimed for providing such services as the State Agency or Dept. of Health and Humans Services may request.

I further agree to accept, as payment in full, the amount paid by the Medicaid program for those claims submitted for payment under that program, with the exception of authorized deductible, coinsurance, co-payment or similar cost-sharing charge.

SIGNATURE OF PHYSICIAN (OR SUPPLIER): I certify that the services listed above were medically indicated and necessary to the health of this patient and were personally furnished by me or my employee under my personal direction

NOTICE: This is to certify that the foregoing information is true, accurate and complete. I understand that payment and satisfaction of this claim will be from Federal and State funds, and that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing date sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to HCFA, Office of Financial Management, P.O. Box 26684, Baltimore, MD 21207; and to the Office of Management and Budget, Paperwork Reduction Project (OMB-0938-0008), Washington, D.C. 20503.

7.12 Completing a Claim

Montana Medicaid Claim Inquiry Form

Provider Name	
Contact Person	
Address	
Date	
Phone NumberFax Number	
Fax Number	A C S [€]
For status on a claim, please complete the	e information on this form and mail to the address below
or fax to the number shown. You may att	tach a copy of the claim, but it is not required.
Provider number	ACS Response:
Provider number	ACS Response.
Client number	
Date of service	
Total billed amount	
Date submitted for processing	
Provider number	ACS Response:
Client number	
Date of service	
Date of service	
Total billed amount	
Data and mitted for a managina	
Date submitted for processing	
Provider number	ACS Response:
Client number	
	<u></u>
Date of service	
Total billed amount	
Date submitted for processing	
Mail to: Prov	vider Relations Fax to: (406) 442-4402

Mail to: Provider Relations P.O. Box 8000

Helena, MT 59604

Index

\mathbf{A}	
Abortions, billing for	6.8
Abortions, coverage of	2.4
Absent parent	5.5
Acronyms	D.1
Adjustment Request Form	A.2
Administrative Rules of Montana (ARM) (definition)	D.1
Advanced practice registered nurses include	2.1
Allowed amount (definition)	
Ancillary provider (definition)	D.1
Anesthesia services	9.6
Anesthesia, billing for	6.8
ARM (definition)	D.1
Assessments	3.2
Assignment of benefits	5.5, D.1
Assistant at surgery	2.9
Assistant at surgery, billing for	6.11
Authorization (definition)	D.1
Authorize inpatient admissions	
В	
Base units, anesthesia	9 7
Basic Medicaid (definition)	
Basis of relative values	
Bill	,
Medicaid clients, when providers can and cannot	6.2
Medicaid first, provider may request	
Third party insurance first	
Billed to Medicaid first, codes and services that may be	
Billing	
by IDTFs	6.8
by imaging/radiology	
by mid-levels.	
by physicians	
by podiatrists	
by public health labs and independent labs	
errors, how to avoid	
7.13	0.11,
for abortions	6.8

Billing (continued)	
for anesthesia	
for DME supplies	
for locum tenens services.	
for retroactively eligible clients	6.4
Medicaid clients	6.2
third party first, exceptions	5.3
tips	6.7
tips for specific services	6.8
tips, PASSPORT	6.4
Blood lead level tests, EPSDT	3.3
Bundled codes	
Bundled services	
C	
Case management fee	4.6
Caseload limits	4.6
Cash option (definition)	D.1
Center for Disease Control and Prevention (CDC) web site	ii.3
Centers for Medicare and Medicaid Services (CMS) (definition)	D.1
Charge cap	
Charge cap, anesthesia	
Children's Health Insurance Program (CHIP)	
4.19, 5.6, 6.15, 7.13, 8.10, 9.13, D.1	·····,
Claim (s)	
clean	61 D 1
electronic	
EPSDT/family planning overrides	
errors, how to avoid	
forms	
inquiries	
Jumper (Claim Jumper Newsletter)	
mail to	
paper	
questions, who to call	
submitting	5.3
submitting Medicare claims to Medicaid	
tips	
Clean claim	
CLIA certification	
Client (definition)	
cost sharing	
disenrollment	
eligibility, how to verify	4.4
has Medicare	
is Enrolled in PASSPORT	4.4
with other insurance	5.1

Clinical lab services	9.8
CMS (definition)	D.1
CMS-1500	7.1
CMS-1500 agreement	7.12
Code description, check long text	6.5
Code of Federal Regulations (CFR)	D.1
Codes that may be billed to Medicaid first	5.4
Codes, use specific	
Coding	6.5, 6.6
books	
conventions	6.5
resources	6.6
suggestions	6.5
Coinsurance (definition)	D.2
Common billing errors	6.14
Common claim errors	7.13
Complaints and grievances	4.3
Completing a claim	7.1
Components, professional and technical	
Composition of relative values	9.2
Contraceptives	
Conversion factor	9.2
Copayment (definition)	
Cosmetic (definition)	
Cosmetic services, billing for	
Cosmetic services, coverage of	
Cost sharing	
how it is calculated	9.8
maximum	6.3
obligation	6.3
services that do not require	
sharing, clients who are exempt	
sharing, do not show when billing	6.3
Coverage, full or basic	
Coverage, other insurance	
CPT-4 (definition)	
Crime Victim's Compensation	5.3
Crossover	
claims, no response from Medicare	5.2
payment scenarios	9.9
Custom agreement	6.2
D	
Definitions	D.1
Definitions and Acronyms	D.1
Denial, non-specific by third party	5.5

Dental screen	3.4
Developmental screening, EPSDT	3.2
Discussion and counseling	3.5
Division of Payment Management web site	ii.3
DME supplies, billing for	6.7
DPHHS, State Agency (definition)	D.2
Dual eligibles (definition)	D.2
n	
E	
Early & Periodic Screening Diagnosis & Treatment (EPSDT) (definition)	
Early and Periodic Screening, Diagnostic and Treatment, services covered	
Elective sterilization, coverage and requirements	
Elective sterilization, billing for	
Electronic claims	
Eligibility determination letter, attach to claim	
Eligibility, how to verify	
Emergency department services	
Emergency services and PASSPORT	
Emotional disturbances	
EOB Codes	8.3
EPSDT	
card	3.6
clients and PASSPORT approval	
preventive care guidelines	3.1
program	3.1
services covered	
Well Child Screens, billing for	6.9
Examples of Medicare/Medicaid payment	9.9
Exemption, how to request	5.5
Experimental (definition)	D.2
Explanation of Medicare Benefits (EOMB)	5.2
Expressive landmark	3.5
F	
FA-455 eligibility determination letter	6.4
Family planning services, billing for	
Family planning services, coverage of	
Fee calculation	
Fee calculation, anesthesia	9.7
Fee schedule, refer to for prior authorization	
Fee schedules, importance of	
Fee schedules, how to use	
Fee, case management	
Fiscal Agent (definition)	
Food and Drug Administration	
Forms	
Full Medicaid (definition)	
,	

M

MA-37	2.4
Mammography services	
Manual organization	
Medicaid	
definition of	D.3
Eligibility and Payment System (MEPS) (definition)	D.3
Hysterectomy Acknowledgement form	2.8, A.6
payment, when different from fee schedule	9.1
Recipient/Physician Abortion Certification	2.4, A.3
Medical coding conventions	6.5
Medically Necessary (definition)	
Medically necessary sterilization, coverage of and requirements	
Medically necessary sterilizations, billing for	6.10
Medicare (definition)	
client has	
crossover payment scenarios	
Part A	
Part B	
submitting claims to Medicaid	
Medicare's Correct Coding Initiative (CCI)	6.11
Mental Health Services Plan (MHSP)	2.10,4.8,
5.6, 6.15, D.3	
Mentally incompetent (definition)	
Mid-level practitioner billing	
Mid-level practitioners include	
Minimal services	,
Modifier(s)	
26	
50	
90	
anesthesia	
for assistant at surgery	
for bilateral	
for co-surgery	
for multiple procedures	
for multiple visit	
for team surgery	
how they change pricing	
informational	
other	
pricing	
repeat	
TC	
use for multiple visits	
Montana Breast and Cervical Cancer Health Plan (MBCCH)	D.4

Montana Medicaid Claim Inquiry form		
Montana Medicaid Individual Adjustment Request	A.2	
Multiple visits on same date	6.5	
Mutually exclusive code pairs	6.11, D.4	
N		
Non-covered services	2.3	
Notices		
Nutritional screen, EPSDT		
0		
Obstetrical services, billing for	6.10	
Other insurance		
Other programs		
Other sources of coverage, how to identify		
P		
Paper claims	6.13	
Parents Let's Unite for Kids (PLUK)	3.2	
Parents Lets Unite for Kids (PLUK) web site	ii.3	
PASSPORT	4.1, 4.5,	
D.4		
and Indian Health Service	4.3	
authorization and prior authorization may be required	4.1	
authorization not required for these services	4.2	
authorization number	4.4	
authorization period	4.5	
client disenrollment	4.5	
information for all providers	4.2	
printed on eligibility information	4.2	
provider, how to become one	4.6	
provider, when you are the client's	4.5	
provider, when you are not the client's		
questions, who to call	4.3	
referral and authorization, how to provide		
termination	4.5	
tips	4.6	
Pay and chase		
Payment by report		
Payment by report, anesthesia		
Payment scenarios	9.10 -	
9.12		
Payment, how calculated on Medicare crossover claims		
Payment, how calculated on TPL claims		
Pelvic exam	3.4	

Physician billing	6.7
Physician services	
Place of service	
Place of service codes	C.2
Podiatrist billing	6.7
Policy adjuster	
Policy adjustor, anesthesia	9.7
Potential liability	5.4
Prior authorization (PA)	4.1, 4.6,
Prior authorization, refer to fee schedule	4.6
Private pay (definition)	D.4
Professional and technical components	
Professional component	
Professional differentials	
Professional differentials, anesthesia	
Protocols	
Provider information web site	ii.3
Provider or provider of service (definition)	D.4
Public health clinic services	2.3
Public health lab billing	6.8
Qualified Medicare Beneficiary (QMB)Questions answered	
R	
Radiology services, billing for multiple	6.8
RBRVS fee schedule	
Recover payment from the third party payer	5.3
Reference lab billing	6.10, D.4
Referrals	
and IHS	4.3
authorization, and follow-up by PASSPORT provider	4.4
may be verbal or in writing	
to other Medicaid providers	4.2, 4.4
Relative Value Scale (RVS) (definition)	D.4
Relative Value Unit (definition)	D.4
Remittance Advice (RA) (definition)	
Remittance advice description	
Remittance advice notice	8.1
Replacement pages	
Reporting surgical services	
Requesting an exemption	
Resource-Based Relative Value Scale (RBRVS) (definition)	D.5

E.8

Response, none from third party	5.5, 5.6
Restricted card	4.1, D.5
Retroactive eligibility (definition)	D.5
Retroactively eligible clients, billing for	6.4
Review, utilization and peer education	4.6
Routine agreement	
Routine Podiatric Care (definition)	D.5
Routine podiatric care, coverage of	2.6
S	
Sanction (definition)	D 5
Service(s)	2.0
paid or denied by Medicare	5.2
provided by independent diagnostic testing facilities	
provided by independent imaging facilities	
provided by independent laboratories	
provided by mid-level practitioners	
provided by physicians	
provided by podiatrists	
provided by public health clinics	
that do not require co-pay	
that do not require PASSPORT provider approval	
that may be billed to Medicaid first	
that require PA	
within scope of practice	2.1
additional for children	3.1
when providers cannot deny	6.3
Site of service differential	9.2
Special Health Services (SHS) (definition)	D.5
Specified Low-Income Medicare Beneficiaries (SLMB) (definition)	D.5
Speech and language screen	3.5
Speech evaluation	3.5
Spending down (definition)	D.5
Status codes	9.5
STD screening.	3.4
Sterilization requirements	
Sterilization, billing for	
Subjects for discussion and counseling	3.6
Suggestions for coding	6.5
Surgical services	
billing for	
coverage of	
reporting of	
Surgical technician	2.9

Index E.9

T

Technical component	2.2, 6.8
Telemedicine services, billing for	
Telemedicine services, coverage of	2.9
Termination of PASSPORT agreement	
Third Party Liability (TPL) (definition)	
does not respond	
pays or denies a claim	
Time units, anesthesia	9.7
Timely filing	
D.5	
Timely filing denials, how to avoid	6.1
TPL, when a client has	
Transition adjustor	
Transitional conversion factor, anesthesia	
Transplants, billing for	6.13
Transplants, coverage of	
Tuberculin screening, EPSDT	3.3
U	
Unclothed physical inspection (EPSDT)	3.2
Urinalysis (EPSDT)	
Usual and Customary (definition)	
Utilization review	
${f V}$	
Vaccines and drugs provided within the office	0.8
Vaccines for Children (VFC) program	
billing for	
coverage of and program information	
Virtual Human Services Pavilion (VHSP)	
Vision screen	
${f w}$	
	2
Web sites	
Weight reduction, billing for	
Weight reduction, coverage of	
Well Child Screen	
Well Child Screen Chart	
Well Child Screens, periodicity schedule	3.1

E.10 Index